CalJOBS Help Sheet 16

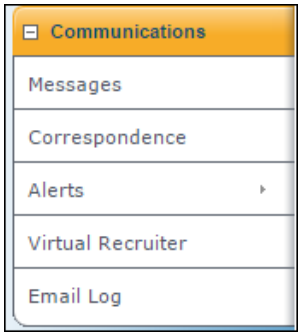
Using the Communications Tool in CalJOBS

Prepared by: Research and Statistics Division

How to Use the Communications Tool in CalJOBS

This section provides a step by step guide on how to use the Communications Tool in CalJOBS. CalJOBS offers several tools that allow staff to communicate with other staff members, employers, and participants.

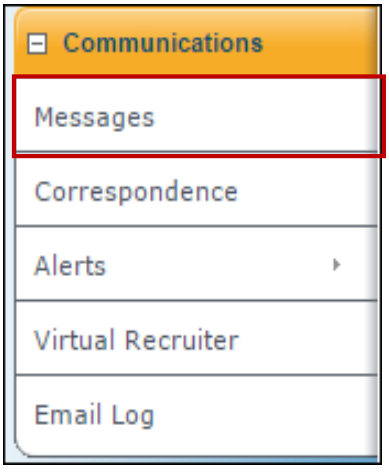
To locate the Communications tools, navigate to the “Communications” tab on the left navigation panel.



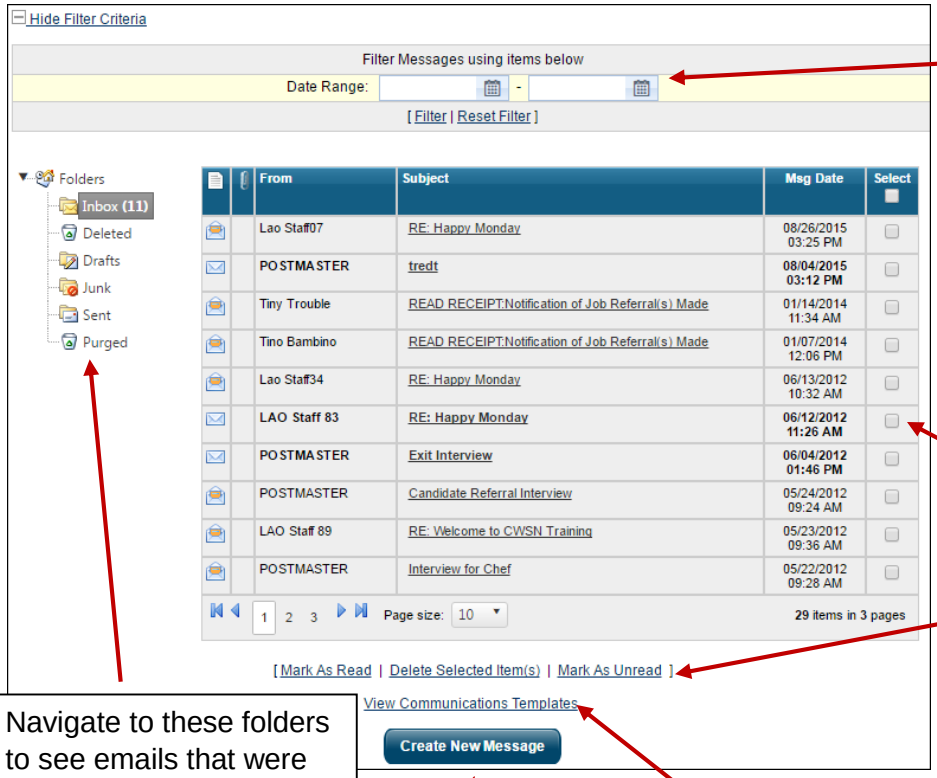
Messages Tool:

The “Messages” tool allows staff to send and receive email messages using CalJOBS.

1. To use the “Messages” tool, navigate towards the “Communications” tab in the left navigation panel, and click on “Messages”.



2. Like any email client such as Microsoft Outlook, the “Messages” area will allow users to manage emails.



Filter emails by entering a date range.

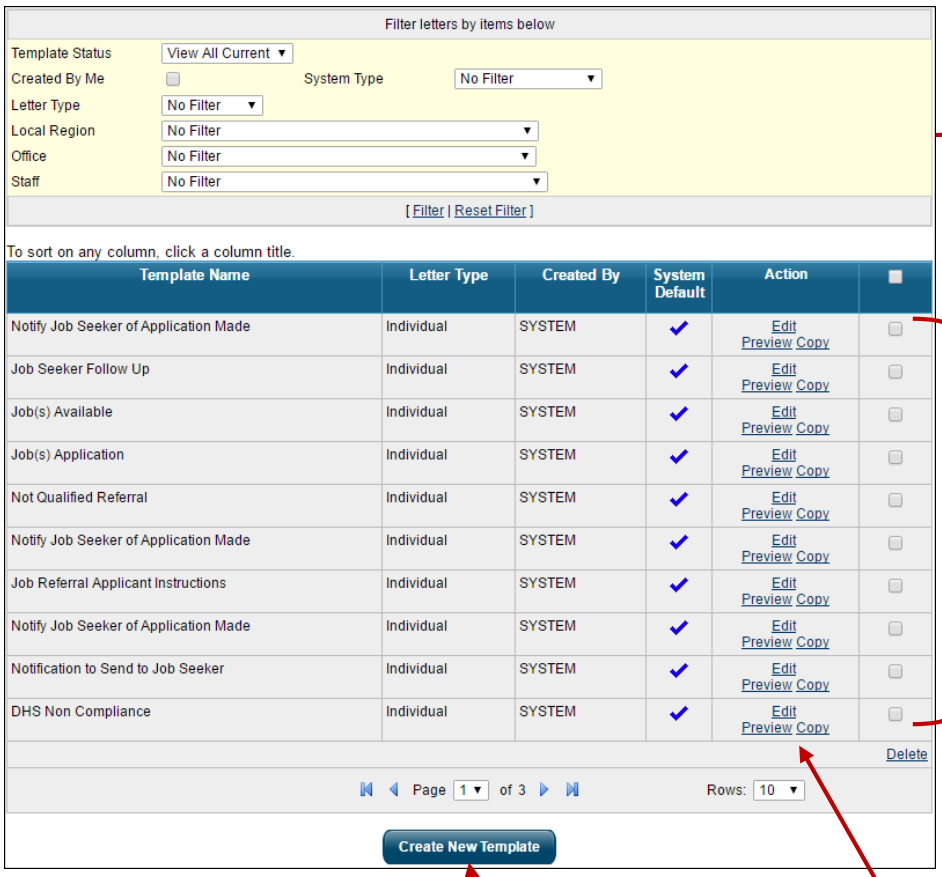
Select one or more messages using the checkboxes and perform an action using the links at the bottom.

Navigate to these folders to see emails that were sent to them.

To create and view communication templates, click on the “View Communications Templates” link.

Click on the “Create New Message” button to create a new email.

3. To view a communication template, click on the “View Communications Templates” link. The system will show a list of available templates that you can edit, preview, copy (to modify later), or delete.



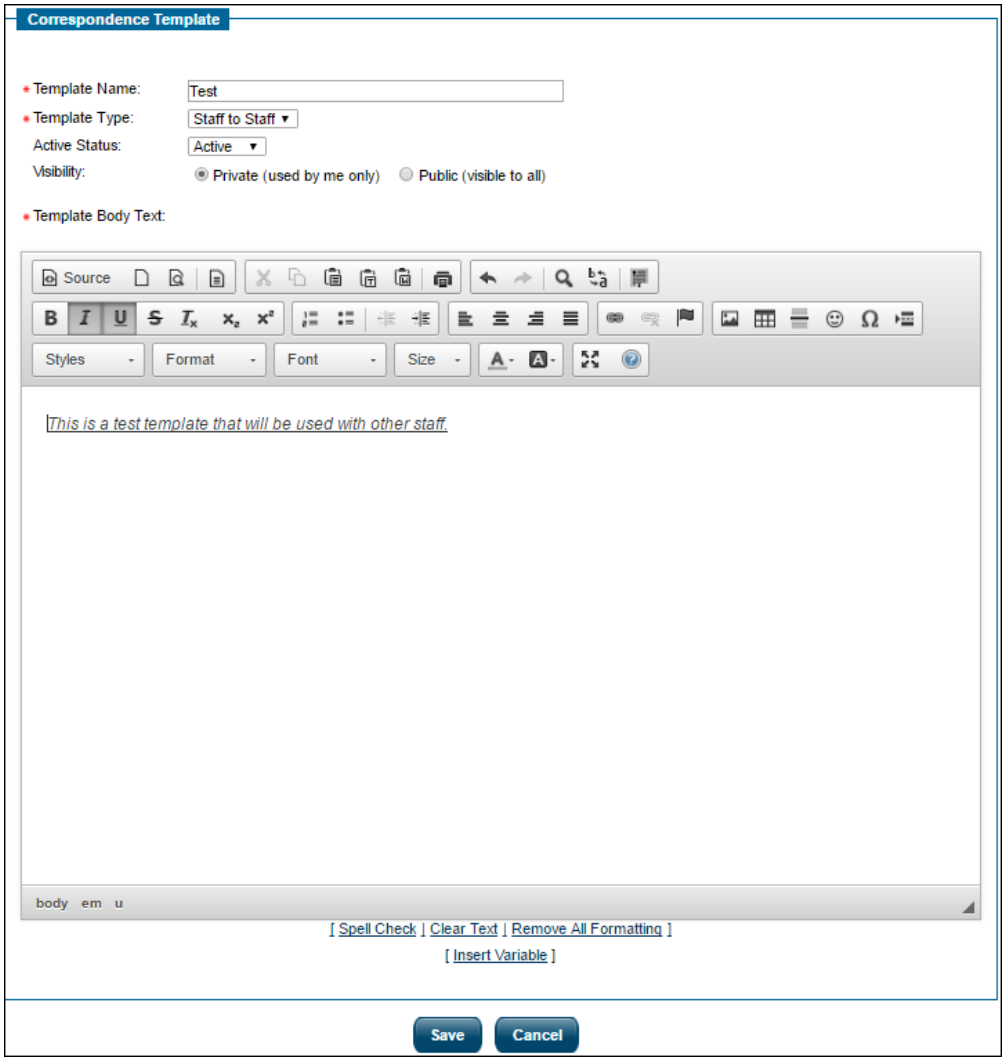
You may filter templates according to your selected options.

Use the check boxes to select the templates you want to delete. Then, click on the Delete link at the bottom of the list.

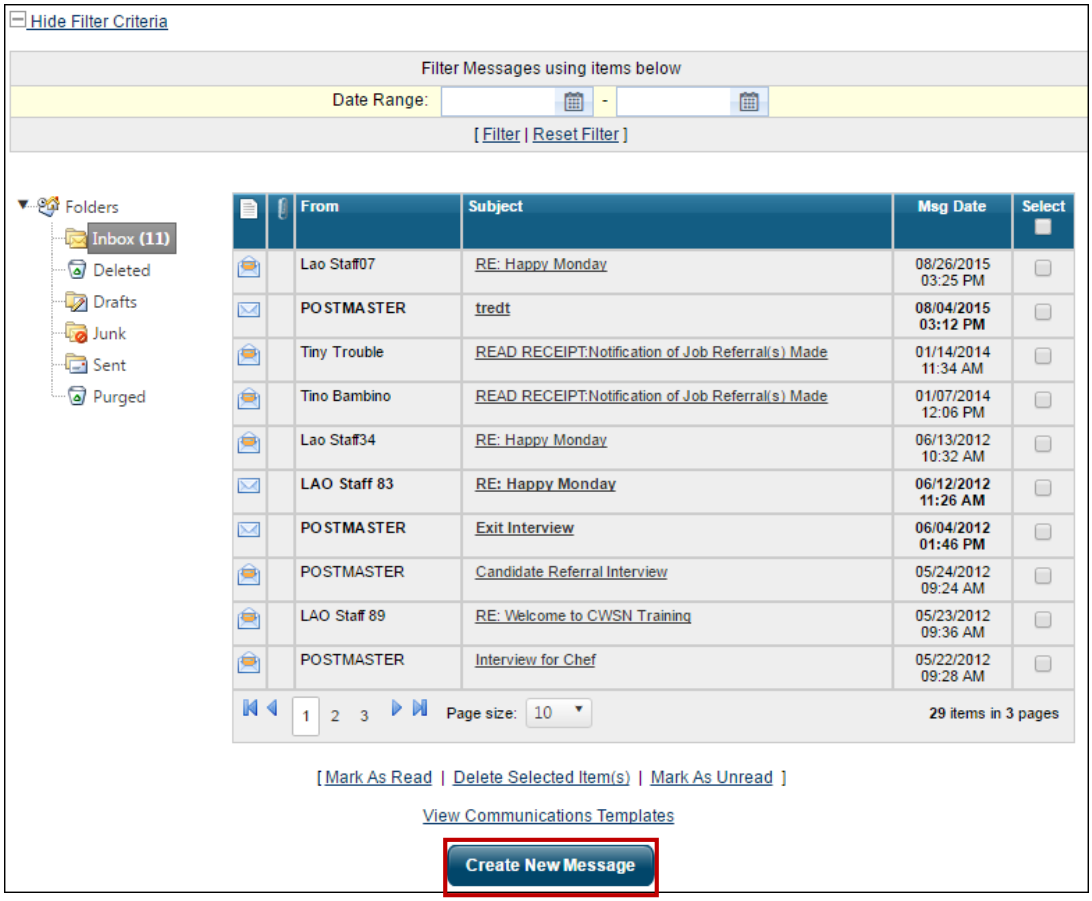
Use these links to edit, preview, or copy templates.

Click on the “Create New Template” to create a new message template from scratch.

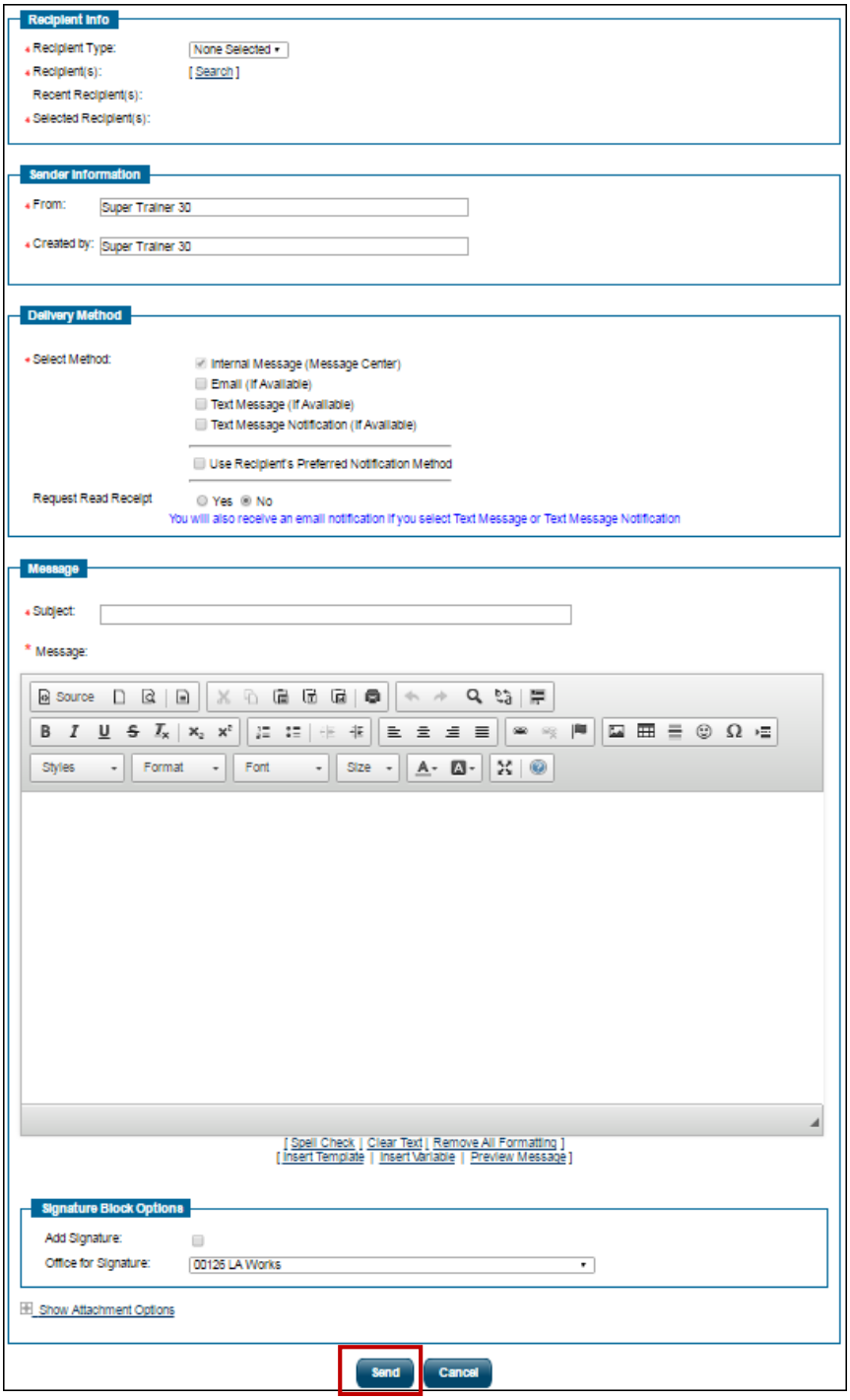
4. To create a new template, click on the “Create New Template” button and complete all the required fields marked with a red asterisk (*). After the template is complete, click on the “Save” button.



5. To create a new message, click on the “Create New Message” button.



6. Next, proceed to fill all the necessary fields for your new message.

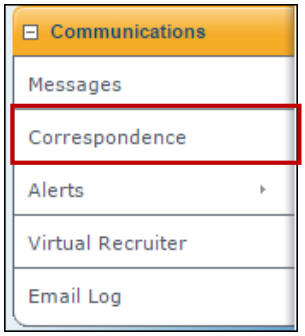


7. Once the message is completed, click on the “Send” button. Alternately, you may save the message as a draft by clicking on the “Save as Draft” link located under the “Send” button.

Correspondence Tool

The “Correspondence” tool allows you to create letters or mailing labels from CalJOBS.

1. To access the “Correspondence” tool, navigate to the to “Communications” tab in the left navigation panel, and click on the “Correspondence” option.



2. If available, CalJOBS will then show a list of previously created letters/labels.

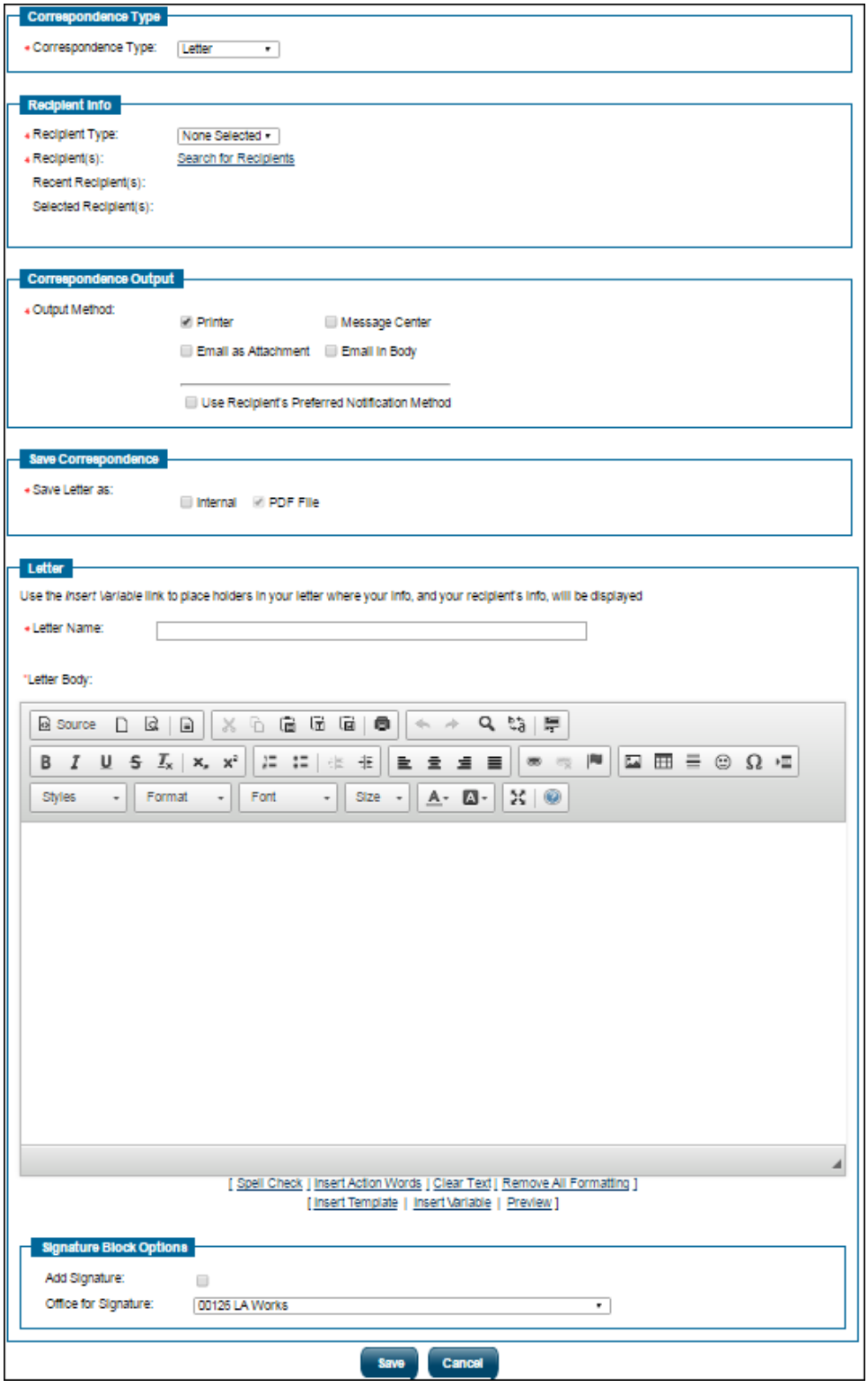
Click on the link of the format in which you would like to download the letter in.

Check the boxes of those letters that you would like to delete.

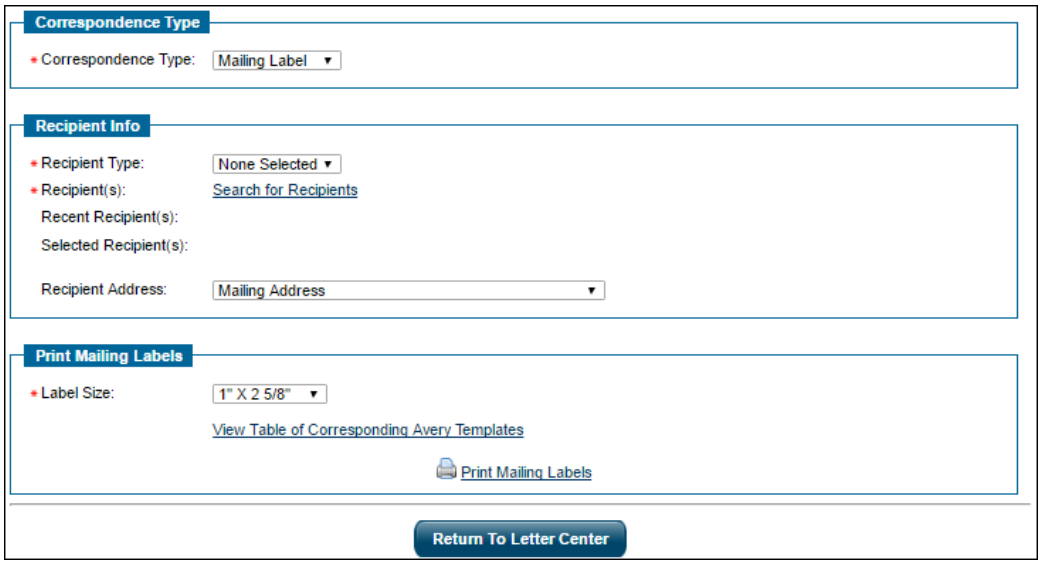
Click on the “Create New Letter / Print Mailing Labels” button to create a letter or mailing label.

Click on the “Copy” or “Edit” link to copy or make changes to an existing letter.

3. To create a letter or mailing label, click on the “Create New Letter / Print Mailing Labels” button. On the next screen, select the type of correspondence that is being created and the type of recipient. Note that the screen will change depending on the type of correspondence selected.



Screenshot of a letter form.



Screenshot of a mailing label form.

4. Complete all the required fields that have a red asterisk (*).

5. Click on the “Save” button if you’ve created a letter template or the “Print Mailing Labels” link if you created a Mailing Label.

Alerts Tool:

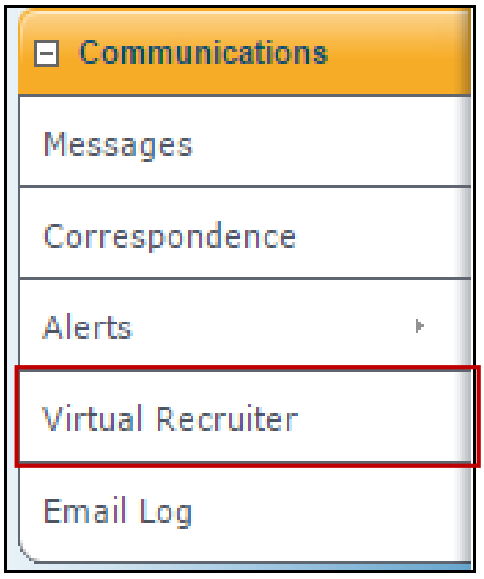
The “Alerts” tool allows staff to subscribe to different types of system generated messages that will let them now when a specific event is about to occur, such as a male participant about to turn 18, or when a soft exit is about to happen.

For detailed instruction on how to set up alerts in CalJOBS, please refer to “Help Sheet 17: How to Create Alerts in CalJOBS”.

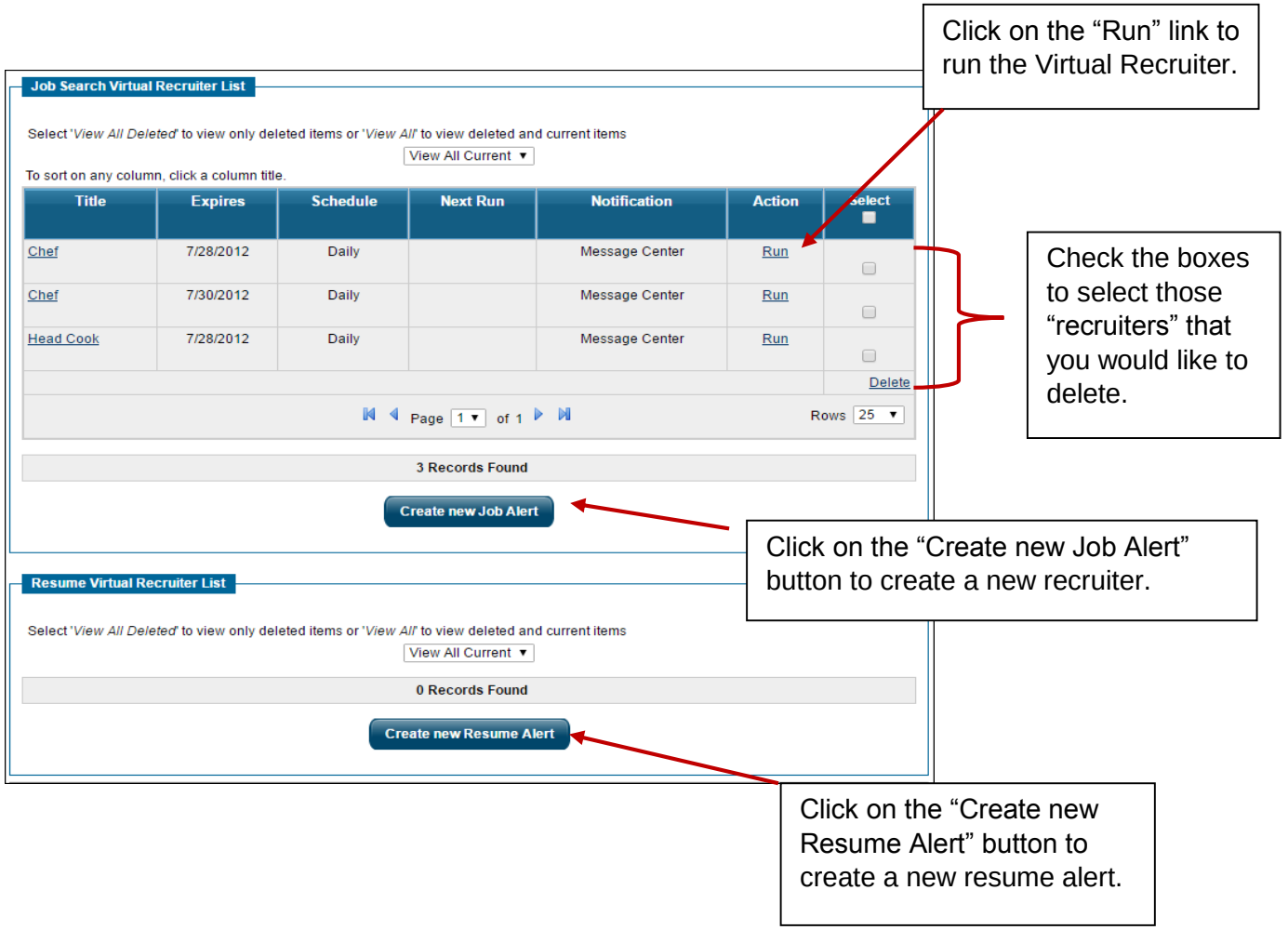
Virtual Recruiter:

The “Virtual Recruiter” tool allows staff to search for job postings based on a keyword, employer, education, etc. Also, this tool allows staff to create a “Resume Alert” based on different criteria.

1. To access the “Virtual Recruiter”, navigate towards the “Communications” tab in the left navigation panel, and click on the “Virtual Recruiter” option.

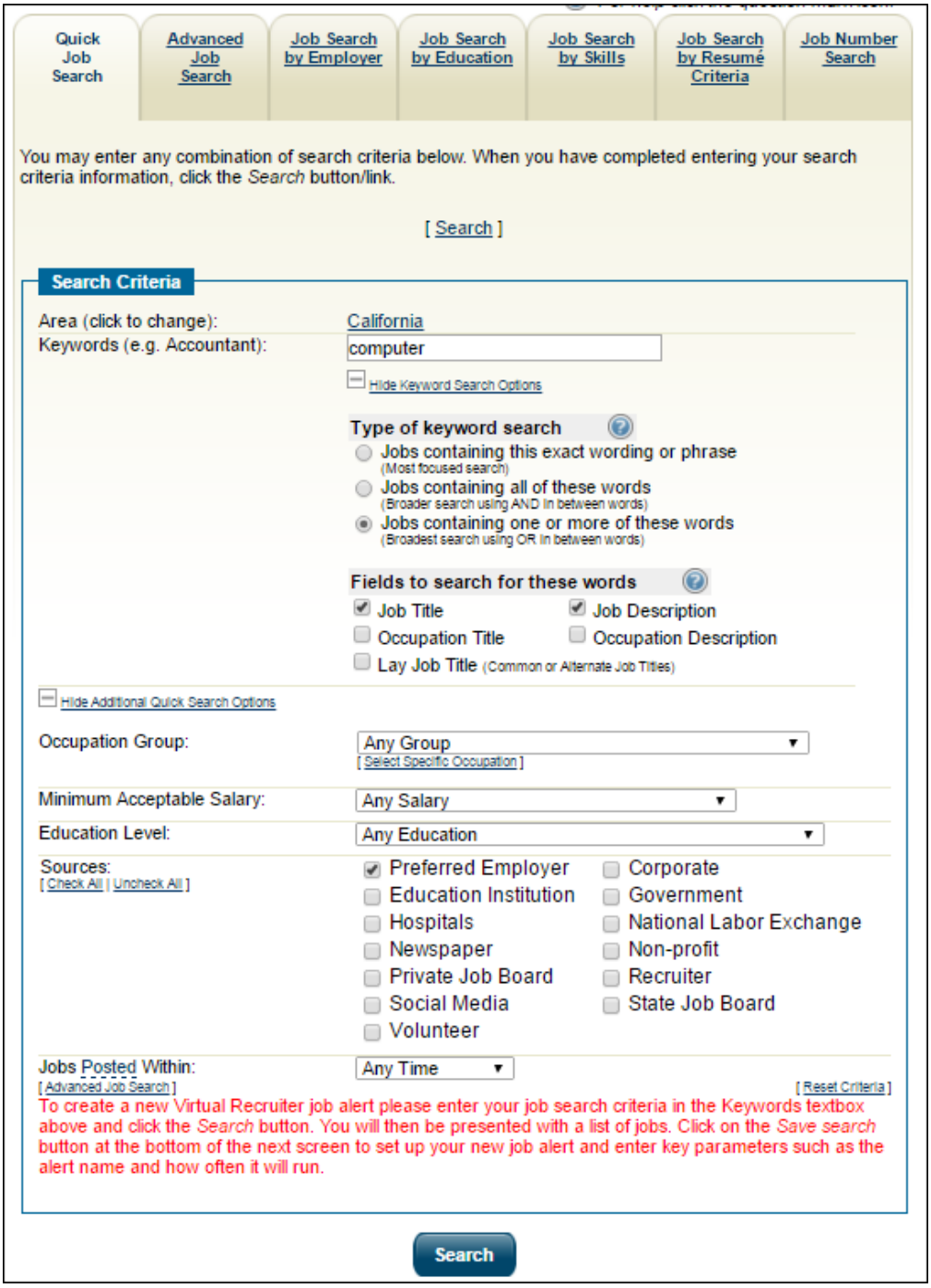


2. CalJOBS will then display the “Job Search Virtual Recruiter List” screen. If any previous alerts were created, they will appear here.

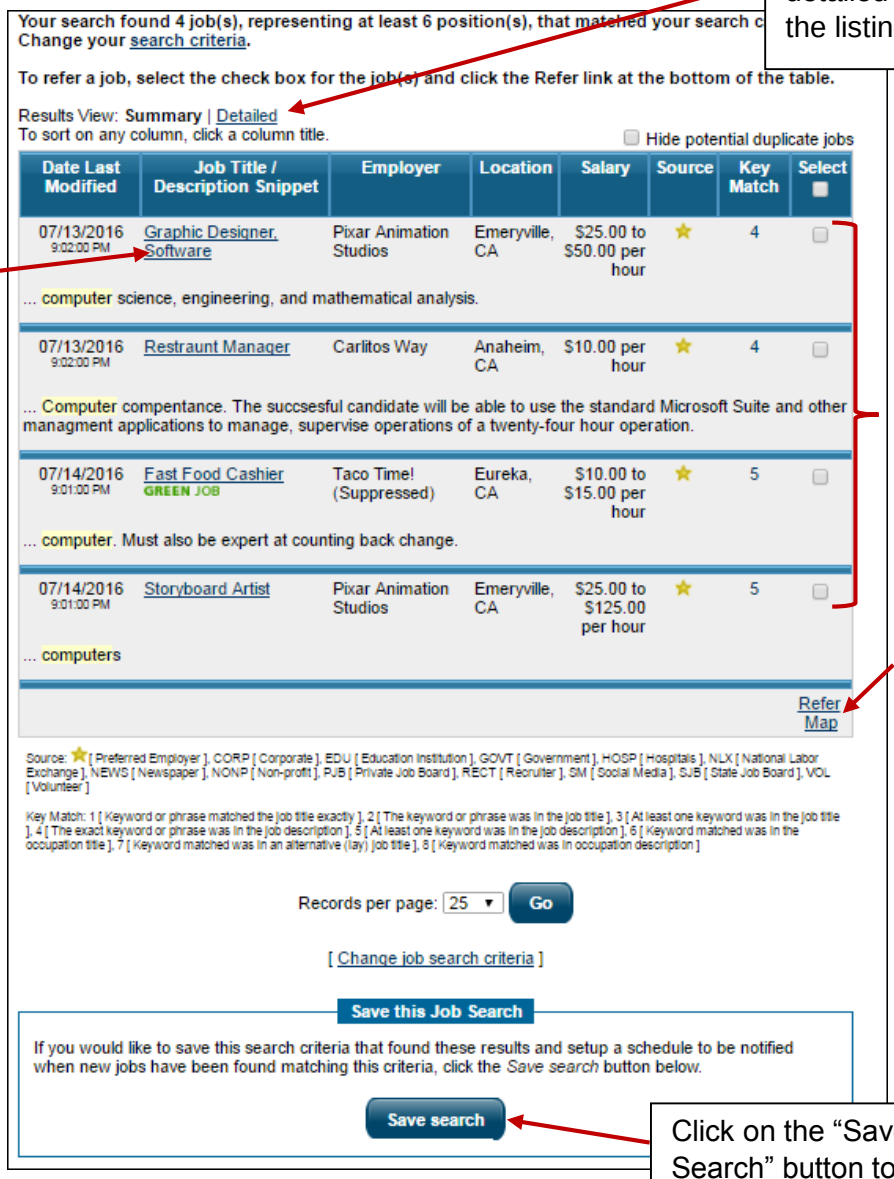


3. To create a new Job Alert or Virtual Recruiter, click on the “Create new Job Alert” button.

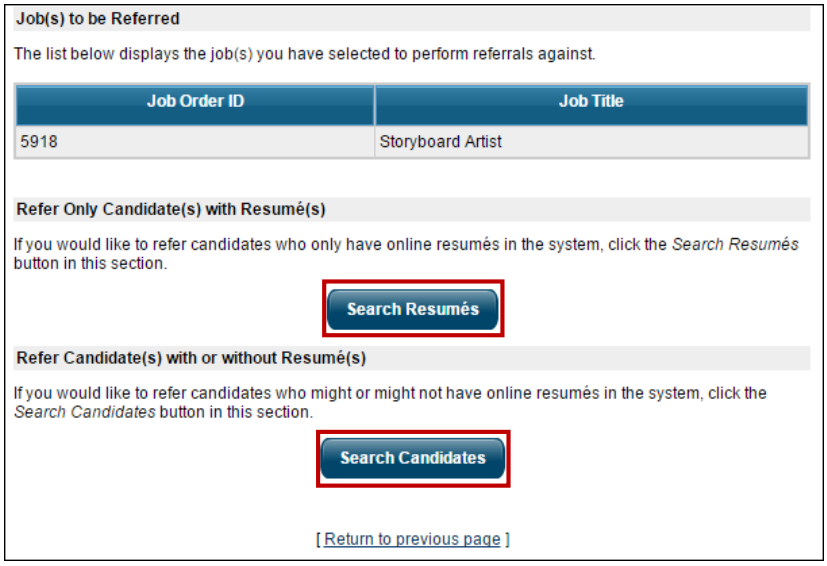
4. Then, navigate to your preferred tab and enter the criteria to perform the search. After you insert the search criteria, click on the “Search” button.



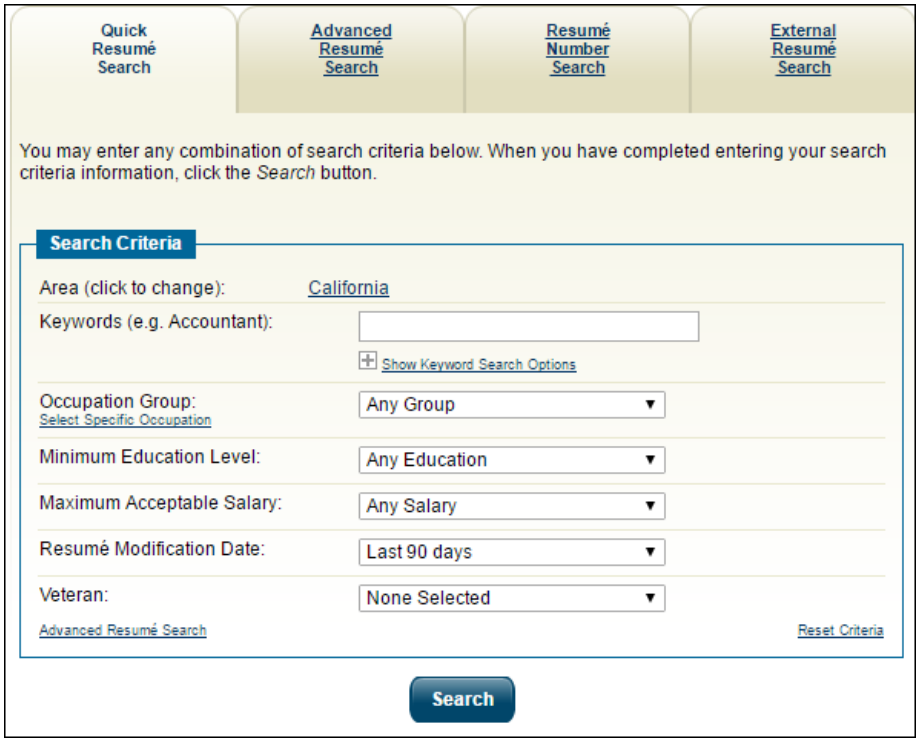
5. CalJOBS will then display all the job postings from the selected sources that match the search criteria.



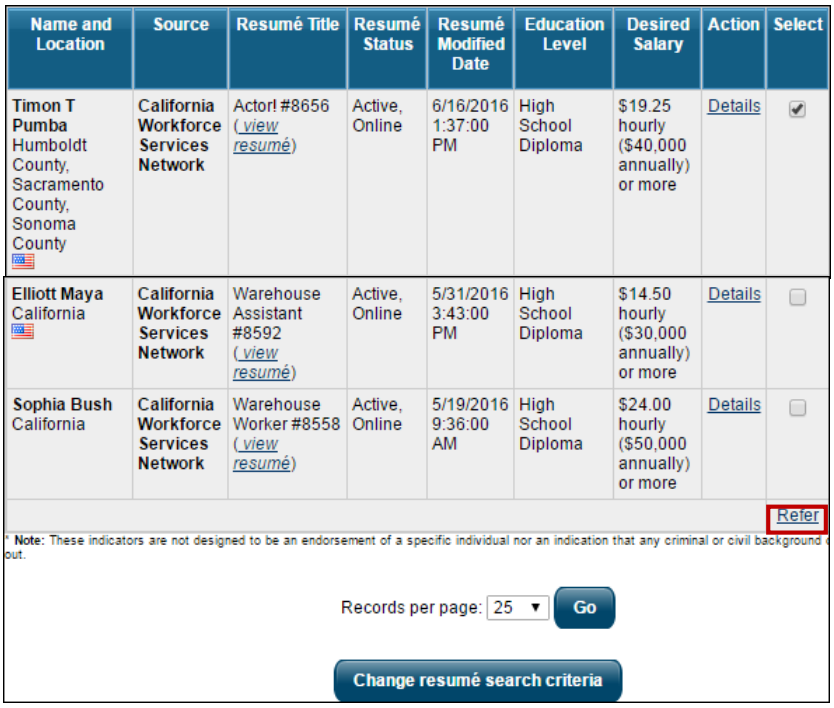
6. To refer a job to a potential candidate, select the check box next to the job, and click on the “Refer” link. In the next screen, specify the method in which you would like to search for candidates by clicking on the “Search Resumes” or “Search Candidates” button.



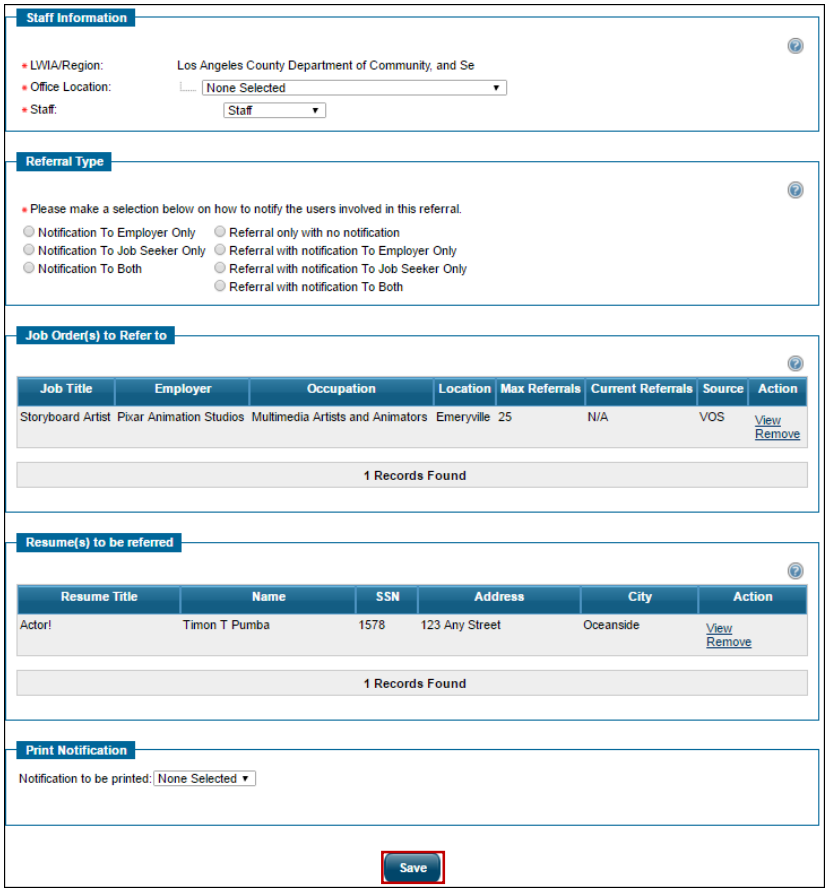
7. The “Search Resumes” option will refer only those candidates with Resumes. With this option, you will need to enter a search criteria for the types of resumes you are looking for. Click on the “Search” button to search for resumes that fit the criteria.



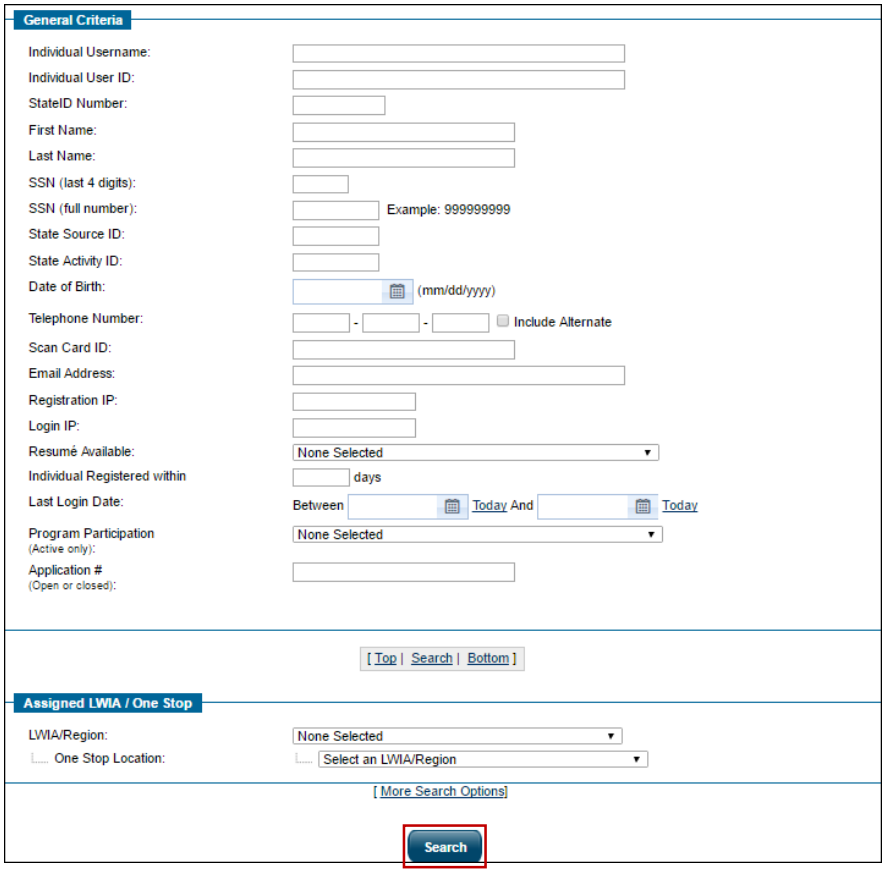
8. Select the check box for the candidate's resume for which you will refer the job to. Then, click on the "Refer" link located at the bottom of the table list.



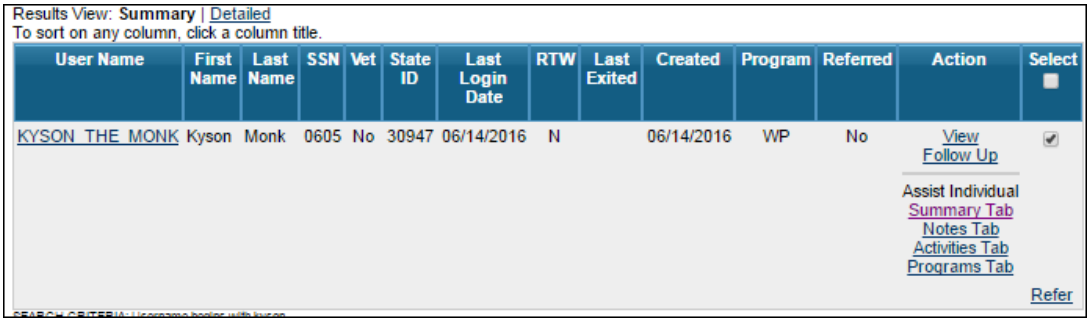
9. Make the appropriate selections in the next screen. Once finished, click on the "Save" button to complete the referral.



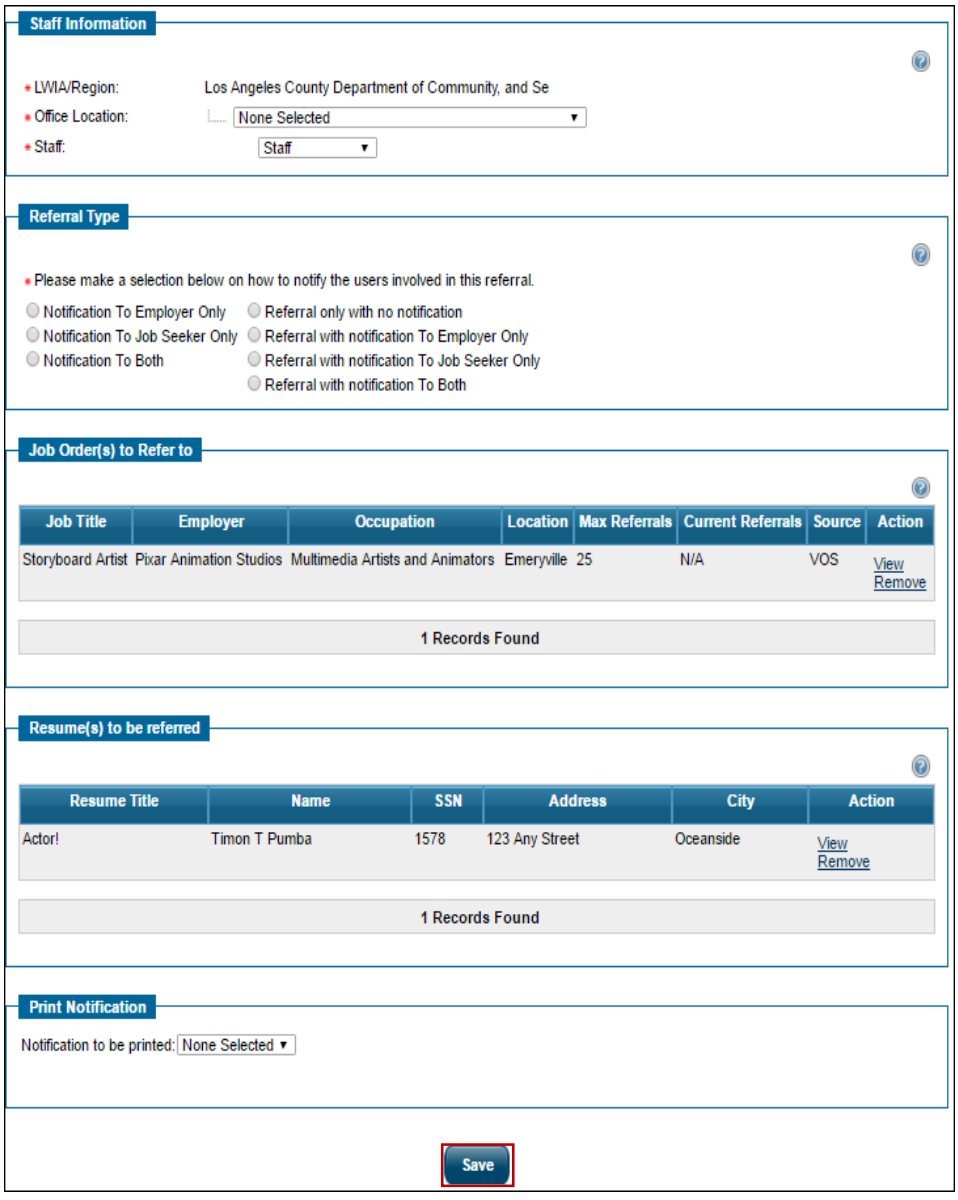
10. The “Search Candidates” option will allow you to search for candidates with OR without a resume. With this option, you will need to search for a specific individual by entering any information in the following screen. When finished, click on the “Search” button.



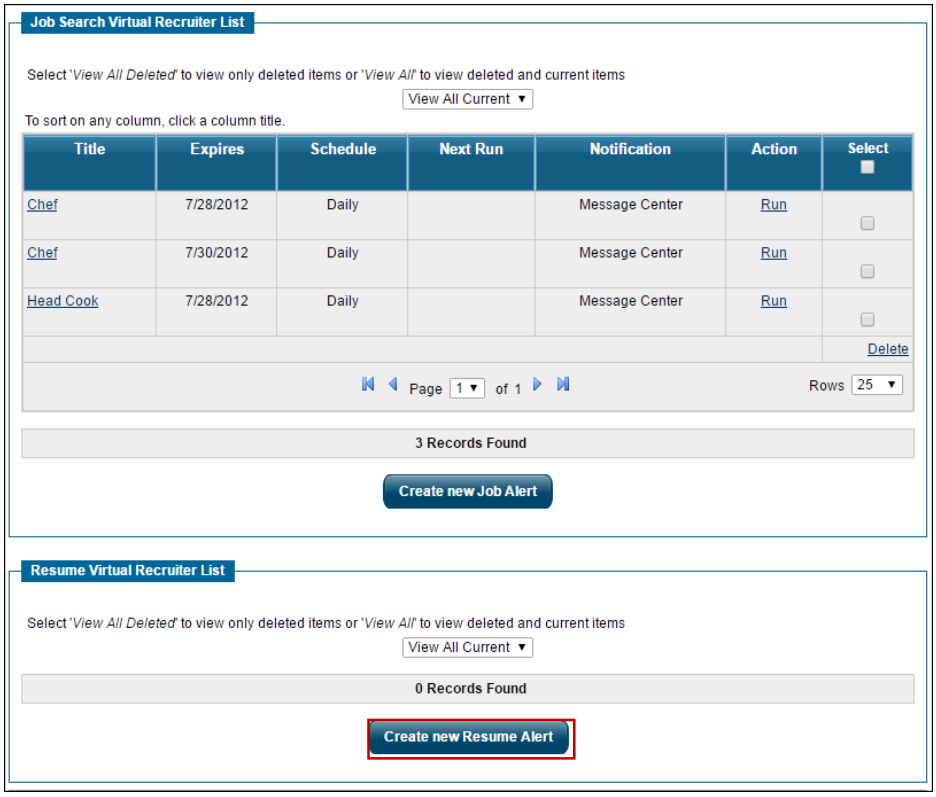
11. Select the check box of the participant you wish to refer to the job and click on the “Refer” link.

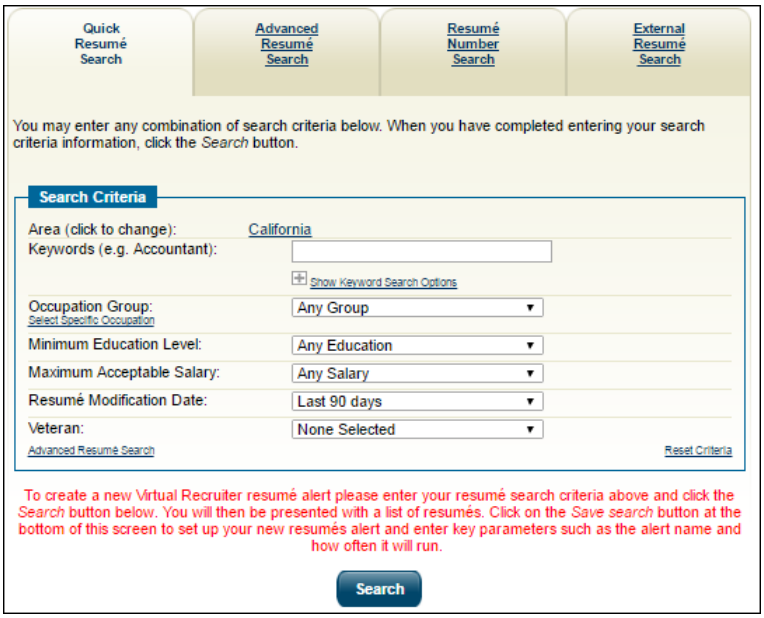


12. Make the appropriate selections in the next screen. Once finished, click on the "Save" button to complete the Referral.

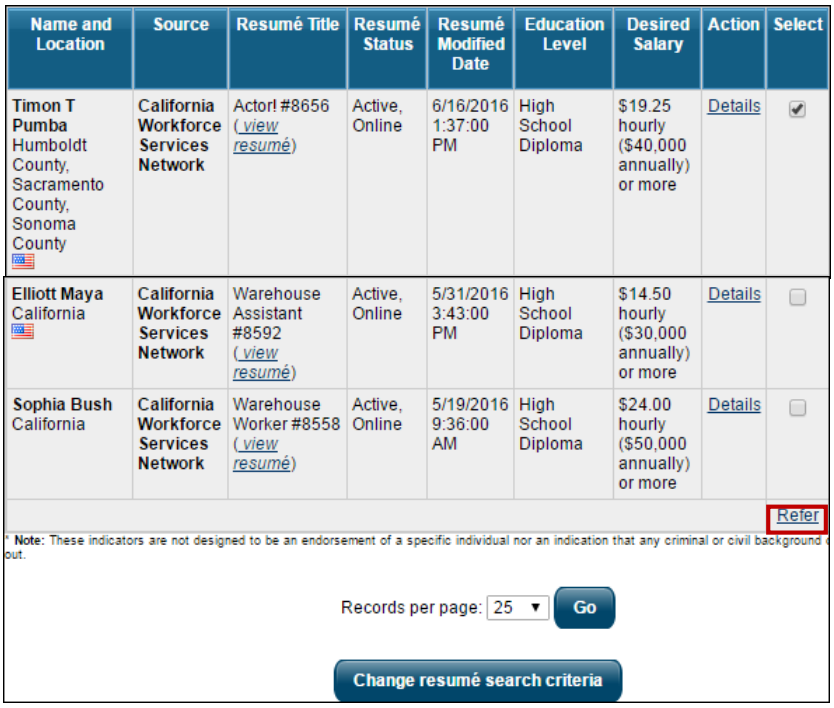


13. To create a “Resume Alert”, click on the “Create new Resume Alert” button and enter a search criteria in the next screen. Once finished, click on the “Search” button.





Select the check box for the candidate's resume for which you will refer the job to. Then, click on the "Refer" link located at the bottom of the table list.



Name and Location	Source	Resumé Title	Resumé Status	Resumé Modified Date	Education Level	Desired Salary	Action	Select
Timon T Pumba Humboldt County, Sacramento County, Sonoma County	California Workforce Services Network	Actor! #8656 (view resumé)	Active, Online	6/16/2016 1:37:00 PM	High School Diploma	$19.25 hourly ($40,000 annually) or more	Details	☑
Elliott Maya California	California Workforce Services Network	Warehouse Assistant #8592 (view resumé)	Active, Online	5/31/2016 3:43:00 PM	High School Diploma	$14.50 hourly ($30,000 annually) or more	Details	☐
Sophia Bush California	California Workforce Services Network	Warehouse Worker #8558 (view resumé)	Active, Online	5/19/2016 9:36:00 AM	High School Diploma	$24.00 hourly ($50,000 annually) or more	Details	☐

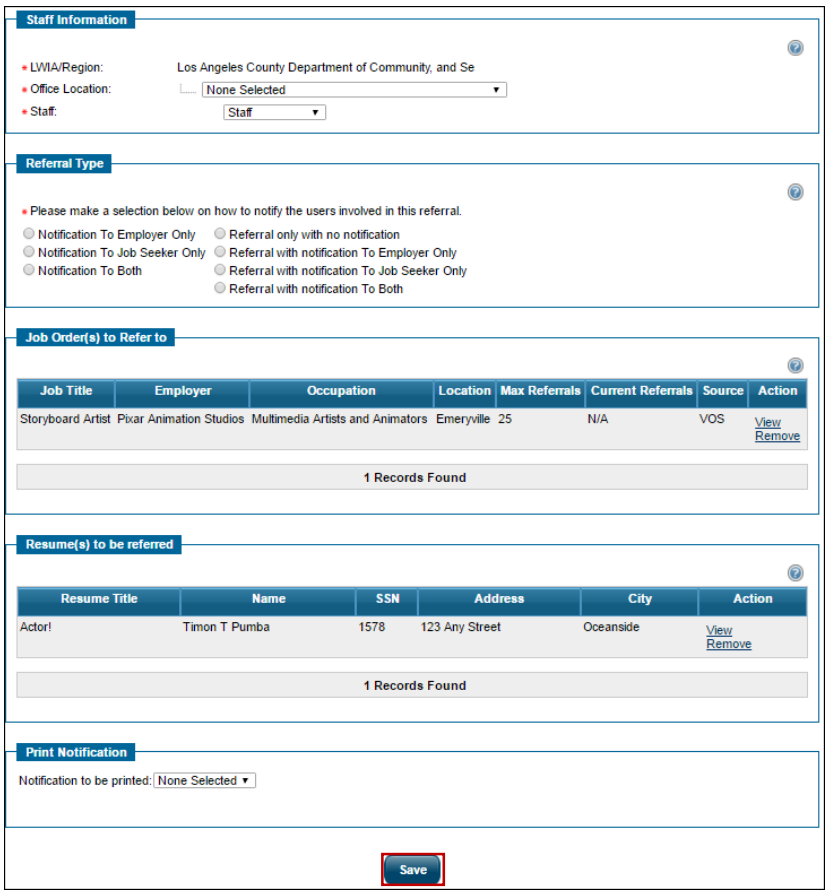
Refer

* Note: These indicators are not designed to be an endorsement of a specific individual nor an indication that any criminal or civil background
out.

Records per page: 25 ▾ Go

Change resumé search criteria

Make the appropriate selections in the next screen. Once finished, click on the "Save" button.



Staff Information

* LWIA/Region: Los Angeles County Department of Community, and Se
* Office Location: None Selected ▾
* Staff: Staff ▾

Referral Type

* Please make a selection below on how to notify the users involved in this referral.

- ○ Notification To Employer Only
- ○ Notification To Job Seeker Only
- ○ Notification To Both
- ○ Referral only with no notification
- ○ Referral with notification To Employer Only
- ○ Referral with notification To Job Seeker Only
- ○ Referral with notification To Both

Job Order(s) to Refer to

Job Title	Employer	Occupation	Location	Max Referrals	Current Referrals	Source	Action
Storyboard Artist	Pixar Animation Studios	Multimedia Artists and Animators	Emeryville	25	N/A	VOS	View Remove

1 Records Found

Resume(s) to be referred

Resume Title	Name	SSN	Address	City	Action
Actor!	Timon T Pumba	1578	123 Any Street	Oceanside	View Remove

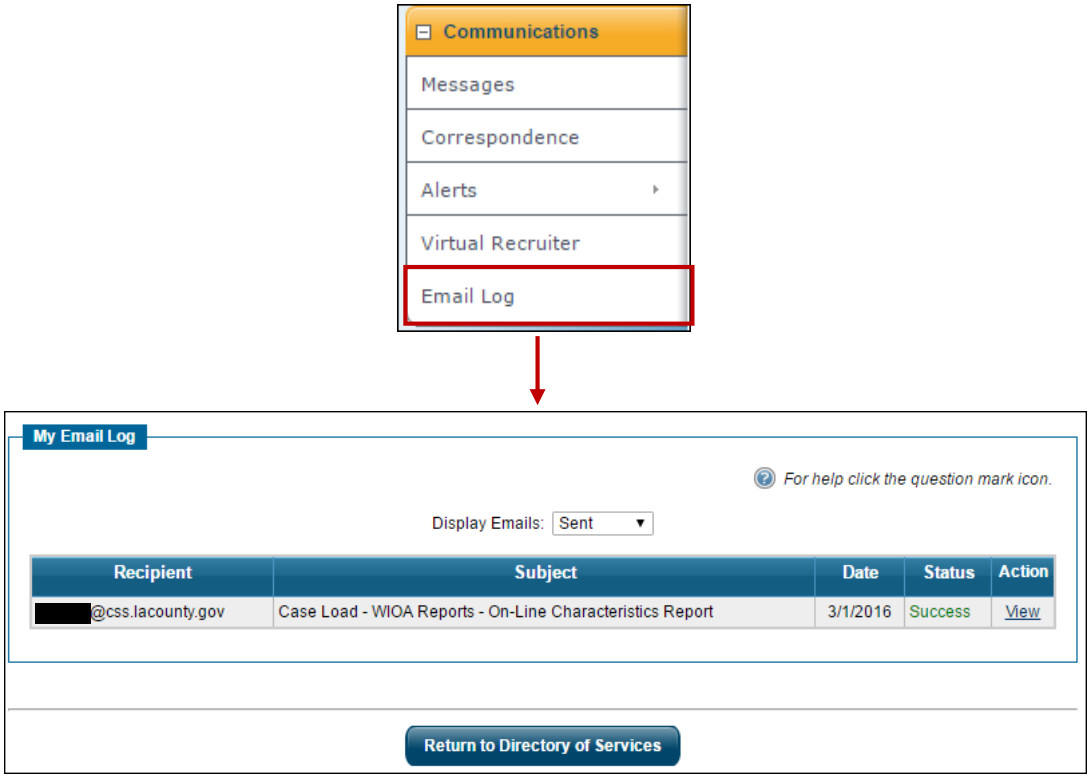
1 Records Found

Print Notification

Notification to be printed: None Selected ▾

Save

Email Log Tool:

The “Email Log” tool will simply show a list of email sent or received within the CalJOBS system.

To access this tool, navigate towards the “Communications” tab in the left navigation panel, and click on the “Email Log” option.